

RECORDS RETENTION SCHEDULE

TE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION California Regional Water Quality Control Board		(2) AGENCY BILLING CODE 79140		(3) PAGE 1 OF 8 PAGES
(4) DIVISION/ BRANCH/ SECTION Los Angeles Region (140) CHECK THE APPROPRIATE BOX		(5) ADDRESS 320 West 4 th Street, Los Angeles, CA 90013		
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)] (7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.) (8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 07-140-022	(10) SCHEDULE DATE 1/30/08	(11) NUMBER OF PAGES 8	(12) CUBIC FEET (Total Schedule) 12,327
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER SWRCB 00-01	(14) APPROVAL NUMBER 00-119	(15) APPROVAL DATE (S) August 23, 2000	(16) PAGE NUMBER(S) REVISED 1-12
(17) MISSION/FUNCTIONAL STATEMENT To preserve, enhance and restore the quality of California's water resources, and ensure their proper allocation and efficient use for the benefit of present and Future generations.				
PART I – AGENCY STATEMENTS				
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.				
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Tracy J. Egoscue		(19) TITLE Executive Officer	(20) PHONE NUMBER 213-576-6605	(21) DATE SIGNED 1/28/08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.				
(22) SIGNATURE-RECORDS MGMT. ANALYST Gloria Reyes	(23) CLASSIFICATION ABPA	(24) NAME (Printed or Typed) Gloria Reyes	(25) PHONE NUMBER 916-341-5074	(26) DATE SIGNED 1/30/08
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)				
(27) SIGNATURE –CalRIM CONSULTANT James C. [Signature]		(28) APPROVAL NUMBER 08-046	(29) DATE SIGNED 2/8/2008	(30) EXPIRATION DATE 2/8/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)				
THE ATTACHED RECORDS RETENTION SCHEDULE:			FOR ARCHIVES STAMP	
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives (32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)				
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE Sydney Bailey McKeist			(34) DATE SIGNED 2/25/08	

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

1			<u>Records Management</u> STD Form 70, Records Inventory Worksheet	P		Current	(0/0)	(0/0)	Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
2			STD Form 71, Records Transfer List	P		Current	(0/0)	(0/0)	Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed whichever is later.
3	1		STD Form 73, Records Retention Schedule	P		Current (1/0)	(0/0)	(0/0)	Current (1/0)		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
4			Authorization for Records Destruction (Computer Printouts)			Active + 4 Years	(0/0)	(0/0)	Active + 4 Years		Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years).
5			<u>Electronic Mail</u> A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number). B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.	M		*	*	*	*		*E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
				M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.

08-046

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											NOTE: For those records which have no governing law or authority for retention cited, the manager, directly responsible for the records, authority applies.
6	156		<u>401 CERTIFICATION PROGRAM</u> Project proposals and associated documents	P		Active + 1 Year (30/12)	4 Years (82/12)	4 Years (44/12)	Active + 9 Years (156/36)		ACTIVE: Until water quality Certification or Waste Discharge Requirement has been updated or superseded or for time necessary to protect the legal rights and interests of the State. AUTHORITY: California Water Code, Division 7. DESTRUCTION: Non confidential recycle.
7	18		<u>ADMINISTRATIVE FILES - CONTRACT DOCUMENTS (COPIES)</u> All file records on contracts between the Regional Board and other governmental agencies or private contractors.	P		Active + 1 Year (9/4)	8 Years (9/4)	(0/0)	Active + 7 Years (18/8)		ACTIVE: Until seven years from end of fiscal year in which encumbrance is liquidated or for time necessary to protect the legal rights and interests of the State. Destroy after seven years or audit, whichever occurs first. AUTHORITY: State Administrative Manual Section 1667, "Recommended General Records Retention Schedules For Fiscal Records". DESTRUCTION: Non confidential recycle.
8	250	NOTIFY ARCHIVES	<u>ADMINISTRATIVE FILES - MISCELLANEOUS</u> Various information pamphlets, incoming correspondence, Regional Board program information, etc.	P		Active + 1 Year (60/20)	3 Years (190/20)	(0/0)	Active + 4 Years (250/40)		ACTIVE: Until policy or program is superseded / discontinued or for time necessary to protect the legal rights and interests of the State. AUTHORITY: Manager Policy Decision. DESTRUCTION: Non confidential recycle.
9	18		<u>ADMINISTRATIVE FILES - PERSONNEL</u> All files records on employees, students	P		Active + 1 Year (7/4)	4 Years (11/4)	(0/0)	Active + 5 Years (18/8)		ACTIVE: Until employee transfer to another department, or separates from State service. Then retain for 5 years after transfer or separation. For specific documents within file, follow retention period guidelines in State Administrative Manual. AUTHORITY: State Administrative Manual Section 1667, "General Retention Schedules For personnel and payroll records". DESTRUCTION: Confidential shredded.
10	20		<u>ADMINISTRATIVE FILES - PROCUREMENT AND SUPPLY (COPIES)</u> All file records related to procurement and supply including lease agreements, space action requests, purchase estimates, sub-purchase orders, vendors invoice, printing requisition invoices, reproduction orders, and supply orders.	P		Active + 1 Year (10/6)	8 Years (10/6)	(0/0)	Active + 7 Years (20/12)		ACTIVE: Until seven years from end of fiscal year in which encumbrance is liquidated or for time necessary to protect the legal rights and interests of the State.. Destroy after required seven years or audit, whichever occurs first. AUTHORITY: State Administrative Manual Section 1667, "Recommended General Records Retention Schedules For Fiscal Records". DESTRUCTION: Non confidential recycle.

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11	12		<u>ADMINISTRATIVE FILES - REGIONAL BOARD BUDGET (COPIES)</u> All budget file records on Regional Board program funding and resource allocations, equipment requests, contract requests, operating expenses, and budget revision proposals.	P		Active +1 Year (2/6)	3 Years (10/6)	(0/0)	Active + 4 Years (12/12)		ACTIVE: Until two years from end of last fiscal year affected or for time necessary to protect the legal rights and interests of the State. After two years, destroy after audit or four years whichever occurs first. AUTHORITY: State Administrative Manual Section 1667, "General Retention Schedules For Fiscal Records". DESTRUCTION: Non confidential recycle.
12	110	NOTIFY ARCHIVES	<u>ADMINISTRATIVE FILES - REGIONAL BOARD MEETING RECORDS</u> File records consist of printed meeting minutes prepared from cassette tapes (See Item 31), meeting agenda item reports and Orders adopted by the Regional Board.	P		Active + 4 Years (110/10)	Perm (0/10)	(0/0)	Perm (110/20)		ACTIVE: Until Regional Board actions are rescinded or superseded or for time necessary to protect legal rights and interests of the State. AUTHORITY: California Water Code, Division 7. DESTRUCTION: Non confidential recycle.
13	11		<u>ADMINISTRATIVE FILES - TRAINING</u> All file records pertaining to training request and approval	P		Active +1 Year (4/4)	3 Years (7/4)	(0/0)	Active + 4 Years (11/8)		Active until two years from end of fiscal year in which training is completed or for time necessary to protect the legal rights and interests of the State. AUTHORITY: State Administrative Manual Section 1667, "General Retention Schedules For Fiscal Records". DESTRUCTION: Non confidential recycle
14	15		<u>ADMINISTRATIVE FILES - TRAVEL AND TRANSPORTATION (COPIES)</u> All file records pertaining to request for travel expense approvals and requests for approval of Out-of-State Travel.	P		Active +1 Year (6/6)	3 Years (9/6)	(0/0)	Active + 4 Years (15/12)		ACTIVE: Until two years from end of fiscal year in which claim is filed or for time necessary to protect the legal rights and interests of the State. After two years, destroy after audit or four years whichever occurs first. AUTHORITY: State Administrative Manual Section 1667, "General Retention Schedules For Fiscal Records". DESTRUCTION: Non confidential recycle
15	208	NOTIFY ARCHIVES	<u>CEQA ENVIRONMENTAL IMPACT REPORTS</u>	P		Active +2 Year (38/125)	3 Years (170/10)	(0/0)	Active + 5 Years (208/135)		ACTIVE: Until determination is made that project is not subject to Regional Board regulation or for time necessary to protect the legal rights and interests of the State. AUTHORITY: Manager Policy Decision. DESTRUCTION: Non confidential recycle.
16	20	NOTIFY ARCHIVES	<u>CLEAN WATER GRANTS PROGRAM FILES</u> All file records on federal and state clean water grant funds for construction of wastewater collection, treatment and disposal facilities.	P		Active +5 Year (20/1)	(0/0)	(0/0)	Active + 5 Years (20/1)		ACTIVE: Until municipal wastewater treatment facilities are funded and construction is complete or for time necessary to protect the legal rights and interests of the State. AUTHORITY: California Water Code Sections 13600. DESTRUCTION: Non confidential recycle.
17	29		<u>DREDGING/DISPOSAL PROGRAM</u> Permit files, monitoring reports	P		Active + 1 Year (8/3)	2 Years (12/3)	3 Years (9/4)	Active + 6 Years (29/10)		ACTIVE: Until Waste Discharge Requirement are rescinded or for time necessary to protect the legal rights and interests of the State. AUTHORITY: California Water Code, Division 7. DESTRUCTION: Non confidential recycle.

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
18	363		<u>ENFORCEMENT AND SPECIAL PROJECTS</u> Board Enforcement Orders and Waste Discharge Requirements, Miscellaneous, reference and personal records	P		Active + 4 Years (278/175)	10 Years (80/50)	20 Years (5/0)	Active + 24 Years (363/225)		ACTIVE: Until enforcement order is rescinded or for time necessary to protect the legal rights and interests of the State. AUTHORITY: Clean Water Act and California Water Code, Division 7. DESTRUCTION: Non confidential recycle.
19	230	NOTIFY ARCHIVES	<u>LANDFILL PROGRAM - CASE FILES</u> (correspondence/CI Files) correspondence dealing with permitting and compliance inspections and review of monitoring reports relative to landfill operations, construction, and closure.	P		Active (110/5)	10 Years (120/40)	15 Years (0/40)	Active + 25 Years (230/85)		ACTIVE: Until landfill waste discharge requirements are updated or rescinded or for time necessary to protect the legal rights and interests of the State. AUTHORITY: California Water Code, Division 7, Chapter 5.5. DESTRUCTION: Non confidential recycle.
20	810		<u>LANDFILL PROGRAM - MONITORING AND TECHNICAL REPORTS</u> Submitted in response to WDR requirements. Include water quality data, construction designs, geotechnical investigations, design report reviews for landfills.	P		Active + 1 Year (200/70)	10 Years (560/50)	15 Years (50/50)	Active + 26 Years (810/170)		ACTIVE: Until landfill waste discharge requirements are updated or rescinded or for time necessary to protect the legal rights and interests of the State. AUTHORITY: California Water Code, Division 7, Chapter 5.5. DESTRUCTION: Non confidential recycle.
21	860	NOTIFY ARCHIVES	<u>MISCELLANEOUS GENERAL TOPIC DOCUMENTS AND TECHNICAL REPORTS</u> (All Regional Board Programs)	P		Active (860/100)	(0/0)	(0/0)	Active (860/100)		ACTIVE: Until policy or program is superseded / discontinued or for time necessary to protect the legal rights and interests of the State. AUTHORITY: Manager Policy Decision. DESTRUCTION: Non confidential recycle.
22	23	NOTIFY ARCHIVES	<u>NONPOINT SOURCE PROGRAM</u> 319 contracts and program administration files	P		Active + 5 Years (3/12)	8 Years (20/6)	(0/0)	Active + 13 Years (23/18)		ACTIVE: Until water quality data has been updated or superseded or for time necessary to protect the legal rights and interests of the State. AUTHORITY: California Water Code, Division 7. DESTRUCTION: Non confidential recycle.
23	2400	NOTIFY ARCHIVES	<u>NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT PROGRAM</u> File records (General and Technical) on the preparation, issuance, modification, renewal and enforcement of NPDES permits for waste discharges to surface waters; including permit applications, site inspection reports, self monitoring reports, water quality data, correspondence, staff reports and memorandums, Regional Board agenda items, technical reports, and enforcement orders.	P		<u>Majors</u> Active <= 5 Years (450/100) <u>Minors</u> Active < 15 Years (400/50)	<u>Majors</u> Active 6-5 Years 660/100 <u>Rescid</u> 1-10 Years (5/0) <u>Minors</u> Active 16-25 Years (175/50) <u>Rescid</u> 1-5 Years (45/10)	<u>Majors</u> Active > 15 Years 495/50 <u>Rescid</u> > 10 Years (45/10) <u>Minors</u> Active > 25 Years (125/50)	<u>Majors</u> (1,655/260) <u>Minors</u> (745/160)		ACTIVE: Until NPDES permit is renewed or rescinded or for time necessary to protect the legal rights and interests of the State. AUTHORITY: Clean Water Act and California Water Code, Division 7, Chapter 5.5. DESTRUCTION: Non confidential recycle.

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24	29	NOTIFY ARCHIVES	REGIONAL-WIDE BASIN PLAN, BASIN PLAN AMENDMENTS, AND SUPPORTING DOCUMENTS	P		Active + 25 Years (19/10)	10 Years (10/10)	10 Years (0/15)	Active + 45 Years (29/35)		ACTIVE: Until policies or program is superseded or for time necessary to protect the legal rights and interests of the State. AUTHORITY: California Water Code, Division 7. DESTRUCTION: Non confidential recycle.
25	2141	NOTIFY ARCHIVES	SITE CLEAN UP PROGRAM Spills, leaks, investigations, clean up, ABT and DoD. All file records on program management, site inspection, regulatory requirements, assessment, cleanup and enforcement information to implement these programs. File records contain soil, soil gas, and water quality assessment and site cleanup data.	P		Active (885/150)	4 Years (1156/110)	20 Years (100/20)	Active + 24 Years (2141/280)		ACTIVE: Until site has obtained site closure or for time necessary to protect the legal rights and interests of the State. AUTHORITY: California Water Code, Division 7 and State Board/ DoD. DESTRUCTION: Non confidential recycle.
26	47		STORMWATER - CONSTRUCTION PROGRAM Permit files, Annual reports, Compliance information	P		Active (47/5)	10 Years (0/3)	(0/0)	Active + 10 Years (47/8)		ACTIVE: Until NPDES general permit is renewed or rescinded or for time necessary to protect the legal rights and interests of the State. AUTHORITY: Clean Water Act and California Water Code, Division 7, Chapter 5.5. DESTRUCTION: Non confidential recycle.
27	470		STORMWATER - INDUSTRIAL PROGRAM Permit files, Annual reports, Compliance information	P		Active + 2 Years (380/30)	2 Years (90/30)	5 Years (0/30)	Active + 9 Years (470/90)		ACTIVE: Until NPDES general permit is renewed or rescinded or for time necessary to protect the legal rights and interests of the State. AUTHORITY: Clean Water Act and California Water Code, Division 7, Chapter 5.5. DESTRUCTION: Non confidential recycle.
28	120		STORMWATER - MUNICIPAL PROGRAM Permit files, Annual reports, Compliance information	P		Active (120/20)	10 Years (0/6)	(0/0)	Active + 10 Years (120/26)		ACTIVE: Until NPDES general permit is renewed or rescinded or for time necessary to protect the legal rights and interests of the State. AUTHORITY: Clean Water Act and California Water Code, Division 7, Chapter 5.5. DESTRUCTION: Non confidential recycle.

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29	253		<u>TMDL & OTHER WATERSHED SPECIFIC BASIN PLAN AMENDMENTS</u>	P		Active + 25 Years (73/100)	10 Years (180/25)	10 Years (0/25)	Active + 45 Years (253/150)		ACTIVE: Until policies or program is superseded or for time necessary to protect the legal rights and interests of the State. AUTHORITY: California Water Code, Division 7. DESTRUCTION: Non confidential recycle
30	10	NOTIFY ARCHIVES	<u>UNITED STATES GEOLOGICAL SURVEY (U.S.G.S.) MAPS</u>	P		Active (10/0)	(0/0)	(0/0)	Active (10/0)		ACTIVE: Until superseded or becomes obsolete. AUTHORITY: Manager Policy Decision. DESTRUCTION: Non confidential recycle.
31	2200		<u>UNDERGROUND STORAGE TANK PROGRAM</u> All file records for sites not under oversight of a local agency associated with the Underground Storage Tank Local Oversight Program for leaking underground storage tanks.	P		Active (310/50)	10 Years (1790/120)	15 Years (100/80)	Active + 25 Years (2200/250)		ACTIVE: Until superseded, site closure has been obtained from the Regional Board or for time necessary to protect the legal rights and interests of the State. AUTHORITY: Health and Safety Code, Section 25280. DESTRUCTION: Non confidential recycle.
32	800	NOTIFY ARCHIVES	<u>WASTE DISCHARGE REQUIREMENTS PROGRAM</u> General and Technical Discharger Files File records on the preparation, issuance, modification, update and enforcement of waste discharge requirements for waste discharges to land; including report of waste discharge applications, site inspection reports, self monitoring reports, water quality data, correspondence, staff reports and memorandums, Regional Board agenda items, technical reports, and enforcement orders.	P		Active + 4 Years (190/200)	10 Years (560/100)	10 Years (50/0)	Active + 29 Years (800/300)		ACTIVE: Until waste discharge requirements are updated or rescinded or for time necessary to protect the legal rights and interests of the State. AUTHORITY: California Water Code, Division 7. DESTRUCTION: Non confidential recycle.
33	16	NOTIFY ARCHIVES	<u>WATER QUALITY ASSESSMENT</u>	P		Active + 25 Years (9/24)	10 Years (7/10)	10 Years (0/10)	Active + 45 Years (16/44)		ACTIVE: Until policy or program is superseded / discontinued or for time necessary to protect the legal rights and interests of the State. AUTHORITY: Manager Policy Decision. DESTRUCTION: Non confidential recycle.
34	655	NOTIFY ARCHIVES	<u>WELL INVESTIGATION PROGRAM</u> All file records on program management, site inspection, survey questionnaires, regulatory requirements, assessment, cleanup and enforcement information to implement these programs. File records contain soil, soil gas, and water quality assessment and site cleanup data.	P		Active (305/100)	10 Years (300/50)	10 Years (50/50)	Active + 20 Years (655/200)		ACTIVE: Until program is superseded or for time necessary to protect the legal rights and interests of the State. AUTHORITY: California Water Code, Division 7. DESTRUCTION: Non confidential recycle
35	10		<u>STATE REVOLVING FUND PROGRAM FILES</u> All file records on federal and state clean water grant funds for construction of wastewater collection, treatment and disposal facilities.	P		Active + 5 Years ((10/1)	(0/0)	(0/0)	Active + 5 Years (10/1)		ACTIVE: Until municipal wastewater treatment and/or non-point source facilities are funded and construction is complete or for time necessary to protect the legal rights and interests of the State. AUTHORITY: California Water Code Sections 13478 DESTRUCTION: Non confidential recycle.

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36	22	NOTIFY ARCHIVES	ADMINISTRATIVE FILES - REGIONAL BOARD MEETING RECORDS File records consist of cassette tapes from Regional Board meetings.	P		Active + 4 Years (7/2)	Perm (15/2)	(0/0)	Perm (22/4)		ACTIVE: Until Regional Board actions are rescinded or superseded or for time necessary to protect legal rights and interests of the State. AUTHORITY: California Water Code, Division 7. DESTRUCTION: Non confidential recycle.
TOTAL CUBIC FEET	12,327					(4971/1405)	(6283/857)	(1073/446)	(12327/2708)		

* Provide total of office and departmental

(Current volume/Future need)

No files currently located at SRC. Volumes are estimates of files that reside in the basement/warehouse (DEPT) that can be transferred to SRC upon approval of the Retention Schedule.